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Governor



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Jacquelyn D. White
Commissioner

James Miluski
Director
Division of Purchasing and
Materials Management

To: State Purchasing Committee and FMAC Members

From: James Miluski, Director

Re: Fiscal Year End Procurement Procedures

Date: January 15, 2003

Please review the fiscal year end procurement procedures and schedule, and distribute to the appropriate personnel in your department. If you have any questions, please call Karen Boeger, Assistant Director, at (573) 751-3273.

To ensure timely processing of procurement documents at the end of the fiscal year, the following procedures must be followed.

Requisitions – FY03 Funds

Cutoff dates for requisitions for competitively bid purchases that will be charged to **FY03 funds** will be based on the lead time required by the Division of Purchasing and Materials Management (DPMM) and vendors for delivery of the goods or services.

Quick Requisitions (RXQ) to request competitive bidding for commodities (with the exception of data processing hardware and software) should be for intended deliveries and installation before June 30, 2003. Therefore, all such requisitions should be received in DPMM by the cutoff date specified in the following Requisition Cutoff Schedule in accordance with the delivery lead time for the commodity desired. If an RXQ is received by DPMM after the cutoff date, the agency will be required to cancel the RXQ and issue a Non-Pre-encumbering Requisition (NR) in its place.

Delivery Lead Time

Requisition Cutoff

120 - 180 days
90 - 119 days
60 - 89 days
30 - 59 days

February 7, 2003
March 7, 2003
April 4, 2003
May 2, 2003

Non-Pre-encumbering Requisitions (NR) to request competitive bidding for professional and general services, and data processing hardware and software price agreements (contracts) to be charged to FY03 funds should be submitted to DPMM no later than March 7, 2003.

No FY03 requisitions will be accepted by DPMM after May 16, 2003, unless justification for late submittal is signed by the department director.

A list of estimated lead times for various groups of commodities and services is attached to this memorandum. If you are uncertain of the delivery lead times, you are encouraged to submit your requisitions as soon as possible. For more detailed information concerning a specific commodity or service, please contact the appropriate buyer.

For cutoff dates for FY03 payment documents, refer to the Office of Administration, Division of Accounting's Fiscal Year End Memorandum.

Requisitions – FY04 Funds

FY04 CONTRACTS: Non-Pre-encumbering Requisitions (NR) to request competitive bidding for price agreements with a start date of July 1, 2003 or shortly thereafter should be submitted to DPMM no later than the following:

Commodities -- April 4, 2003

Data Processing Hardware and Software -- March 7, 2003

General Services -- April 4, 2003

Professional Services -- March 7, 2003

FY04 RENEWALS: Non-Pre-encumbering Requisitions (NR) to renew price agreements expiring June 30, 2003 should be submitted to DPMM on or before April 4, 2003. In addition to all information required on a requisition for renewal, any renewal requisitions involving data processing hardware and software and telephone systems must contain a complete contractual inventory of equipment which identifies the components for which the renewal is requested, the equipment location, and whether the contract needs to be renewed for maintenance and/or lease/purchase of the specified components.

ESTIMATED DELIVERY LEAD TIMES REQUIRED BY VENDORS

These lead times are estimates only, actual delivery times may vary. Therefore, you are encouraged to submit your requisitions as soon as possible to ensure timely delivery.

COMMODITY/SERVICE	DELIVERY LEAD TIME
Any Project or Equipment that Requires Blueprints or Approved Drawings	120 days
Any Special Fabricated Equipment	120 days or longer
Automobiles (not on contract)	120 days
Carpeting	120 days
Copy Machines	90 days
Data Processing Hardware	120 days
Data Processing Software	120 days
Farm Tractors	120 days
Forklifts	90 days
Guns (Law Enforcement)	120 days
Insurance	180 days
Laboratory Equipment	90 days
Laundry Equipment (Commercial Type)	120 days
Medical Equipment	120 days
Microfilm Equipment	90 days
Office Automation	120 days
Printing	90 days
Printing Equipment	90 days
Radio Equipment	90 days
Restaurant Equipment (Large)	120 days
Restaurant Equipment (Small)	60 days
Telephone Systems	120 days
Trucks (Medium and Heavy Duty)	180 days
Video Equipment	90 days

DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

Calendar of Events for the End of Fiscal Year 2003 and the Beginning of Fiscal Year 2004

- February 7, 2003** Requisitions due for items with 120-180 day delivery lead time to be paid with **FY03** funding.
- March 7, 2003** Requisitions due for items with 90-119 day delivery lead time to be paid with **FY03** funding.
- Requisitions due for price agreements for professional and general services, and data processing hardware and software to be paid for with **FY03** funding.
- Requisitions due for price agreements for professional services and data processing hardware and software with a start date of July 1, 2003, or shortly thereafter to be paid for with **FY04** funding.
- April 4, 2003** Requisitions due for items with 60-89 day delivery lead time to be paid with **FY03** funding
- Requisitions due for price agreements for commodities or general services to begin July 1, 2003 and to be paid for with **FY04** funding.
- Requisitions due for renewal of price agreements that expire on June 30, 2003.
- May 2, 2003** Requisitions due for items with 30-59 day delivery lead time to be paid with **FY03** funding.
- May 16, 2003** Last day to submit requisition for purchases utilizing **FY03** funding without written justification signed by department director.